

Policy #04-01
Date Adopted:
10/6/2004

Other Investigative Units Case Approval
Division of Criminal Justice Services

Approved By:
Francis X. Aumand III
For the VIBRS Advisory
Board

Note: This is a Recommended Policy.

1. GOALS

1.1. To establish a policy that provides guidance to an agency that has a case investigated by an OUTSIDE INVESTIGATIVE UNIT such as CUSI or NUSI.

1.2. To ensure that the OUTSIDE INVESTIGATIVE UNIT is involved in the approval process of a particular case.

1.3. To ensure the data integrity of cases that have been assigned to other investigative units by ensuring that those case have been reviewed by the other investigative unit.

2. DEFINITIONS

2.1 OUTSIDE INVESTIGATIVE UNIT – An outside investigative unit is a special investigative unit that may be comprised of several investigators from other law enforcement agencies and charged with assisting communities with specialized criminal investigations. Examples of these types of units include but are not limited to; the Chittenden Unit for Special investigations (CUSI) and the Northwest Unit for Special Investigations (NUSI).

3. PROCEDURES

3.1 There will be a signed agreement between an OUTSIDE INVESTIGATIVE UNIT and any participating Agency stating “The (Agency) agrees that in order to share critical relevant investigative information and promote full use of the VIBRS/Spillman system, access by OUTSIDE INVESTIGATIVE UNIT staff to individual incidents assigned to the OUTSIDE INVESTIGATIVE UNIT investigators is necessary.

3.2 OUTSIDE INVESTIGATIVE UNIT personnel will have access to ALL Agency incidents, but they will ONLY modify those assigned to the OUTSIDE INVESTIGATIVE UNIT for investigation or follow-up.

3.3 The OUTSIDE INVESTIGATIVE UNIT Unit Director shall be responsible for updating the Department of Public Safety about personnel changes within the unit so that modification permissions for outgoing Unit members may be restricted and permissions for new members can be implemented.

3.4 The OUTSIDE INVESTIGATIVE UNIT agrees to not shield or partition access to individual department incidents without the express permission of the originating Agency’s Chief or his/her designee. All final supervisory permissions for incidents will continue to reside with the originating agency.

3.5 The OUTSIDE INVESTIGATIVE UNIT shall use the following steps to ensure they have access to an individual incident, while meeting all above requirements:

a. When an individual incident is assigned to an OUTSIDE INVESTIGATIVE UNIT, the OUTSIDE INVESTIGATIVE UNIT will use the detail window and add the assigned OUTSIDE INVESTIGATIVE UNIT officer to the “responding officer” field in Spillman. The OUTSIDE INVESTIGATIVE UNIT will also modify the incident and change the “responsible officer” to the assigned OUTSIDE INVESTIGATIVE UNIT officer. **HOWEVER, PLEASE NOTE— The Spillman software will automatically change the “Agency” field to the OUTSIDE INVESTIGATIVE UNIT officer’s primary agency when you change the responsible officer field.** The “Agency” field **MUST** be manually changed back to the originating agency. This allows both the officer AND the originating agency access to the incident.

EXAMPLE:

Milton PD assigns a law incident to the OUTSIDE INVESTIGATIVE UNIT for investigation. The Colchester OUTSIDE INVESTIGATIVE UNIT officer is assigned the law incident. The “responsible officer” field is changed to the Colchester officer’s call sign. The Agency field must be modified back to Milton PD at the same time the Colchester Officer is assigned as responsible officer.

b. The OUTSIDE INVESTIGATIVE UNIT should not open a Spillman incident on their own. The OUTSIDE INVESTIGATIVE UNIT should call the primary agency in the area the complaint is origination from, and that agency will open a case and assign it to one of their officers for initial investigation. If warranted, the agency will assign the case back to the OUTSIDE INVESTIGATIVE UNIT for continued investigation.

c. Either the originating Agency or OUTSIDE INVESTIGATIVE UNIT will add the circumstance code “OUTSIDE INVESTIGATIVE UNIT” to the incident.

d. On a regular basis, the OUTSIDE INVESTIGATIVE UNIT supervisor will review the OUTSIDE INVESTIGATIVE UNIT personnel cases. **Once the OUTSIDE INVESTIGATIVE UNIT supervisor has reviewed and approved the case, the supervisor should change the clearance status of the case to “RBO”.** (Reviewed By OUTSIDE INVESTIGATIVE UNIT)

e. Once reviewed, the OUTSIDE INVESTIGATIVE UNIT Office Manager will be responsible for transferring and validating the incident in NIBRS. As the OUTSIDE INVESTIGATIVE UNIT staff will have all the involvement and demographic information necessary to validate these cases, this will eliminate the need for “middle man” activity between the originating agency and OUTSIDE INVESTIGATIVE UNIT on fixing cases where necessary.

f. The originating agency supervisory staff will search for cases with the clearance status of RBO, for their agency, and verify the case information appears accurate and that the NIBRS transfer has occurred. At that point, the origination agency supervisory staff may enter information as necessary in the “Approved by” field by using the RBO code.